

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST**KAMPALA****2. AGENCY****STATE****3a. POSITION NO.**

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☐ No

4. REASON FOR SUBMISSION

☐ a. Reclassification of duties: This position replaces

Position No. _____

(Title)

(Series)

(Grade)

☐ b. New Position

☐ c. Other (explain)

5. CLASSIFICATION ACTION

Position Title and Series Code

Grade

Initials

Date
(mm-dd-yy)

a. Post Classification Authority

**AIR-CONDITION/REFRIGERATION
TECHNICIAN****4**

b. Other

c. Proposed by Initiating Office

6. POST TITLE POSITION (if different from official title)**AIR-CONDITION/REFRIGERATION TECH.****7. NAME OF EMPLOYEE****8. OFFICE/SECTION****U.S.EMBASSY KAMPALA**

a. First Subdivision

ADMINISTRATIVE OFFICE

b. Second Subdivision

GENERAL SERVICES OFFICE

c. Third Subdivision

MAINTENANCE SECTION

9. This is a complete and accurate description of the duties and responsibilities of my position.

10. This is a complete and accurate description of the duties and responsibilities of this position.

Typed Name and Signature of Employee

Date(mm-dd-yy)

MOSES OKODU

Typed Name and Signature of Local Supervisor

Date(mm-dd-yy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

WILLIAM LAMAY

Typed Name and Signature of American Supervisor

Date (mm-dd-yy)

JOHN KLIMOWSKI

Typed Name and Signature of Human Resources Officer

Date (mm-dd-yy)

13. BASIC FUNCTION OF POSITION

Assigned to Facilities Maintenance Section responsible for all installations, maintenance and general repairs air conditioning and refrigeration systems in residential leased properties and governments owned office buildings.

14. MAJOR DUTIES AND RESPONSIBILITIES**% OF TIME**

Responsible for the correct installation, maintenance and repair of air conditioning systems in all residential leased properties and Government owned buildings and vehicles by carrying out necessary repairs to correct defective AC systems i.e. Vacuuming, recharging and brazing to re seal leaking gas/drain pipes etc. Provide necessary technical job approach to dismantle, examine equipment and make diagnostic tests to determine nature and extent of repairs to be done identify and correctly replace defective parts e.g. compressors, motors, cooling units, condensers, valves, relays, switches and other associated controls.

60%

Performs periodic preventive maintenance of all Air conditioning and refrigeration systems including refrigerators, freezers, ice makers and car air conditioning systems. Must be familiar with the necessary work procedures, systems and procedures. Reviews equipment condition to ensure compliance with US Mission requirements/specifications and provides technical advice and guidance on correct equipment replacement parts, rating and type to be procured for or installed in US Mission properties, maintains Air conditioning supplies, tools/ equipment and work areas in good condition including general housekeeping of shop and work site.

25%

Will perform by position requirement, multi trade related repair tasks with general established trade practices as when assigned by section foremen supervisors. Multi trade tasks will include assembling furniture, equipment, replacing burnt out light bulbs, hooking appliances, helping in laying conduit/trunking cable lines, servicing fire extinguishers, resurfacing floors and replacing door lock etc.

5%

Incumbent will perform incidental driving duties to transport equipment and workmen to the work site on light pickup truck, direct the work of trades helper or labourer and provides liaison function with the systems contractors that may be contracted for house make ready or any works in the Facilities Maintenance section, gardening and general cleaning works as may be assigned by Facilities Maintenance supervisors.

10%

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

Completion of secondary school (A&O level) and vocational training or apprenticeship recognized as producing journeyman mechanical production Air- conditioning skills.

b. Prior Work Experience

Two years of air conditioning work is required.

c. Post Entry Training

On-the-job training, existing Embassy policies and procedures (SOW), safety standards and customer service training on how to interact with co- workers and American staff and spouses.

d. Language Proficiency: List both English and host country language(s) by level and specialization.

Level II English ability is required.

e. Knowledge

Must have full journeyman working knowledge of established practices and procedures in air-conditioning and refrigeration trade is required.

f. Skills and Abilities

Basic knowledge of the construction industry and use of the hand and power tools be able to professionally determine the extent of damage with experience it takes to make necessary repairs or replacement recommendation. Must hold valid Ugandan driving location.

16. POSITION ELEMENTS

a. Supervision Received

Electrical Foreman, Facilities Maintenance Supervisor and Facilities Maintenance Manager.

b. Available Guidelines

Oral and written instructions from the supervisors plus other established trade practices and procedures (SOW).

c. Exercise of Judgment

Determine extent, nature of repairs needed and need for replacement of equipment.

d. Authority to Make Commitments

None

e. Nature, Level and Purpose of Contacts

Co-workers in Facilities maintenance (FAC) section and US Direct Hire Americans employees at the work place and spouses in residential quarters, domestic servants and security guards respectively.

f. Supervision Exercised

None

g. Time Required to Perform Full Range of Duties after Entry into the Position

52 weeks